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ADM-13.7

DD/SAT-1331-69
2 April 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting on C.I.S. Modifications

1. On 26 March, [] conducted a meeting for the purpose of determining what modifications, e.g., I/O timing and/or additional reports to Project Officers, could make the C.I.S. more effective after the first year of operation. Attendants were Mr. Briggs, []

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2. Most of the discussion focussed on frequency of updating and "lack of feedback of changes to the Project Officer." The basic concern throughout seemed to be that the Project Officers need more visibility of their own contract data currently residing in the data file, as well as some kind of concrete assurance that any changes they make are accurately recorded.

3. Based on [] recommendations and in accord with [] agreement on feasibility, we decided to provide the following to the Project Officers on a weekly basis, coinciding with the existing updating cycle:

a. A listing for each P/O of all the data elements in each of his contracts.

b. A listing of the latest changes inputted as of the weekly update.

c. A forecast of performance report dates due within the subsequent thirty days.

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SUBJECT: Testing on C.I.S. Modifications

4. On 28 March a Form 830 (Request for Computer Services) was forwarded to [redacted] accompanied by a suggested report format for a single report which should accomplish the three objectives listed above. In addition to reflecting the inputs accepted by the system, it was also suggested that two existing "error listings" for input data rejected (due to incorrect formatting, spelling, etc.) be incorporated into the new report. This new report should give complete visibility of the file contents for each contract to every Project Officer on a weekly cycle.

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/s/
[redacted]

Chief
Management Systems Branch
G/DD/5&T

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Distribution:

[redacted]

MR. BRIEN

[redacted]

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